

# Library Usage Policy

## I. Legal and Ethical Actions

- Acting in violation of the state, federal, or local law, ordinance, or regulation, or such other library policy, is prohibited. The Rockwell Falls Public Library asks that patrons obey laws related to “Public Order and “Criminal Mischief” (NYS Penal Law, Art. 145 and 240, and to “Injuries to Property” NYS Education Law, Art. 264):

<http://ypdcrime.com/penal.law/article145.htm>

## II. Use of Space and Resources as Intended

- Drinking, eating, or usage of mobile phones is permitted only in designated areas. Smoking, alcohol or drug usage, or improper usage of the restrooms is not permitted. No physical or sexual harassment of staff or other patrons is permitted.
- With approval of the library administration, light refreshments are permitted in the library conference room.
- Seating in our library is limited and is only to be used for library purposes
- ***Absolutely no weapons allowed on library property***
- Do not leave personal items unattended. Rockwell Falls Public Library is not responsible for the theft of your items.

## III. Be Considerate of Others

- Disruptive behavior which interferes with normal library operations, staff, or other patrons is not allowed. This includes loud talking, use of inappropriate language, playing audio devices.
- Patrons are not permitted to loiter in the library or engage in activities that obstruct other users and/or block building exit areas.

## IV. Use of Copier/Printer

- All copies are charged for with the exception of
  - of tax filing documents to be posted via mail
  - Homeschooling supporting documentation

## V. No Soliciting

*This is inclusive of:*

- Attempting to sell merchandise

- Asking patrons to sign petitions
- Distribution of flyers/leaflets
- Solicitations of donations (other than library donations)

Materials of nonprofit, cultural, or educational nature may be submitted to the library for public display

## **VI. Children**

- Children under the age of 10 must be accompanied by a parent/guardian who is at least 16 years of age and is present with them at all times.
- Children under 13 must have parental permission to apply for a library card.

**Approved 10/03/2017**

**Amended April 21, 2022**